

Voting Equipment Selection Committee
Price, Utah
July, 2004
Minutes

Committee Members in Attendance:

Val Oveson, State CIO
Amy Naccarato, Director of Elections
Ray Palmer, Governor's Office IT
LuAnn Adams, Box Elder County Clerk
Sherrie Swensen, Salt Lake County Clerk
David Yardley, Iron County Clerk
Neil Peterson, Utah County IT
Liz McCoy, Disability Law Center
Bill Gibson, Division of Services for the Blind and Visually Impaired (via telephone)
Debbie Gundersen, Office of State Purchasing
Robert Pero, Carbon County Clerk
Mark Langston, Davis County IT

Absent:

Steve Harmsen, Salt Lake County Council
Linda Lunceford, Weber County Clerk
Thom Roberts, Attorney General's Office

I. Welcome

The meeting was called to order by Val Oveson.

II. Work time

Amy began by stating that the consultant the State hired to review the RFP had made several suggestions. They were incorporated in the 7/1/04 draft of the RFP.

One of the issues the Committee must deal with is what type of voting solution to select. Amy stated that right now in the RFP, the Committee has opted to leave it broad so that vendors can propose any type of system. The Committee agreed to keep it this way. This will require two separate cost proposal sheets which will be drafted and sent to the members for their review.

Val Oveson suggested that the vendors be given the option of providing open source code or putting the source code in escrow. The Committee agreed that either is acceptable.

Amy Naccarato walked the Committee members through the RFP and noted many of the changes suggested by the consultant.

The Committee members expressed apprehension about the dates in the 7/1/04 draft. Sherrie Swensen suggested that the Committee wait and award the contract several weeks after the election to allow time to digest all the happenings on November 2. The Committee agreed and the tentative date for the award is November 22. Amy clarified that the dates in the RFP are tentative and can be changed if needed to slow down or speed up the process for any reason.

Debbie Gundersen from State Purchasing mentioned that some of the items currently listed under “Ability to Support System” may belong in the “Mandatory Requirements” section. Items such as the W9 form and financial status will be hard to score because the offeror will either include them or they won’t. Debbie is going to work on some minimum requirements for evaluating these.

There was discussion about the step 1 and step 2 parts of the evaluation process. The first part of the evaluation will be done by the Evaluation Committee and it will focus only on the written proposals submitted by the offerors. The Committee discussed the percentage weights of step two of the evaluation process.

It was decided that 35% would be allocated to a detailed security demonstration based on the questions in the written evaluation. 17.5% would be based on evaluation by the public. 17.5% would be based on evaluation from election officials and election judges. 30% has to be based on pricing.

Val mentioned that the Evaluation Committee could be expanded to include other experts and professionals at any time. The Lt. Governor would be the one making those appointments but the Committee could make recommendations.

III. Future Meetings

No future meetings were scheduled at this time. However, it was noted that a small group needs to review the proposals that come in and make sure they all meet the mandatory requirements before the evaluation process begins.

It was also suggested that the Committee meet once while the members are reviewing the proposals. Amy will schedule that meeting.

It was also noted that a public hearing may be appropriate in the coming weeks or months.

Val Oveson stated that State procurement rules require that meeting to evaluate proposals be closed. All future meetings relating to the evaluation of the RFP will have to be closed.

IV. Adjourn

The meeting was adjourned at 3:00 p.m.